

# STATE COMPENSATION INSURANCE FUND

(415) 565-1160  
TDD (415) 703-7878

# OPEN EXAMINATION FOR OFFICE ASSISTANT (TYPING)

RELEASE DATE: 02-11-05

CALIFORNIA RELAY (TELEPHONE) SERVICE FOR THE DEAF OR HEARING-IMPAIRED: FROM TDD PHONES: 1-800- 735-2929 FROM VOICE PHONES: 1-800- 735-2922

SCIF IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER OFFERING EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

## ONE-DAY FILE AND TEST-IN-PERSON PROCESS: MARCH 5, 2005

## LOCATION: OXNARD

**THIS IS A ONE-DAY FILE AND TEST-IN-PERSON PROCESS ONLY. APPLICATIONS DELIVERED VIA U.S. POSTAL SERVICE, INTERAGENCY, OR INTEROFFICE MAIL WILL NOT BE ACCEPTED.**

**If you have a disability that prevents you from filing in person, you may call (415) 565-1160 for specific examination arrangements.**

EACH APPLICANT MUST APPEAR IN PERSON on **March 5, 2005** between the hours of **8:00 a.m.** and **2:00 p.m.** at:

**Seaside Park  
10 W. Harbor Boulevard  
Ventura, CA 93001  
(map attached)**

Applicants should plan to spend from three (3) to five (5) hours to complete the entire testing process. Children will **NOT** be permitted in testing areas. Child care will **NOT** be provided. Please plan accordingly.

Bring your photo identification or two forms of signed identification.

**NO RESCHEDULES OR MAKE-UPS WILL BE AUTHORIZED.**

Upon arrival, each applicant will be admitted into a designated testing area and issued a COMPUTERIZED STATE APPLICATION/EXAMINATION FORM. The FORM must be completed and turned in upon exiting the testing area. Applicants also will be required to show either a photo identification card or two forms of signed identification upon turning in the APPLICATION/EXAMINATION FORM.

**No other application form will be accepted for any reason.**

### **SALARY RANGES**

Range A \$2003 to \$2435  
Range B \$2172 to \$2641

### **REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION**

**Note:** All applicants must meet the education and/or experience requirements by **March 5, 2005**, the final filing/written test date.

#### **Either I**

One year of experience in California state services performing the duties of an Assistant Clerk.

#### **Or II**

Either equivalent to completion of the twelfth grade; or completion of a business school curriculum; or completion of a clerical work experience training program such as those offered through the Welfare Reform Act. (One year of clerical work experience may be substituted for the required education.)

### **Special Requirements**

Applicants for the Office Assistant (Typing) must be able to type at a speed of not less than 40 words per minute from an ordinary manuscript or printed or typewritten material. This requirement will be verified prior to a hiring interview, or at the time of any job offer as a result of successful placement on the resulting employment list.

### **THE POSITION**

An Office Assistant (Typing) is the entry, trainee working level for this class. Under close supervision as a trainee, incumbents regularly perform a limited range of duties that become routine, and/or learn to perform a variety of full journey level general clerical duties. Typically, typing encompasses a significant proportion of the work time.

### **EXAMINATION INFORMATION**

The testing period for this examination is 12 months. A person may not be examined more than once in a testing period.

The examination will consist of a written examination weighted 100.00%. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.

### **WRITTEN TEST — WEIGHTED 100.00%**

#### **Scope**

1. Correct usage of spelling, punctuation and grammar.
2. Vocabulary
3. Accuracy in: comparing pairs of names, comparing pairs of numbers, alphabetizing and numerical ordering.
4. Basic math.
5. Reading comprehension, following written directions and interpreting written tables.

### **ELIGIBLE LIST INFORMATION**

An open eligible list will be established for the **Oxnard** location. The list will be abolished 12 months after they are established unless the needs of the service and/or conditions of the lists warrant a change in this period.

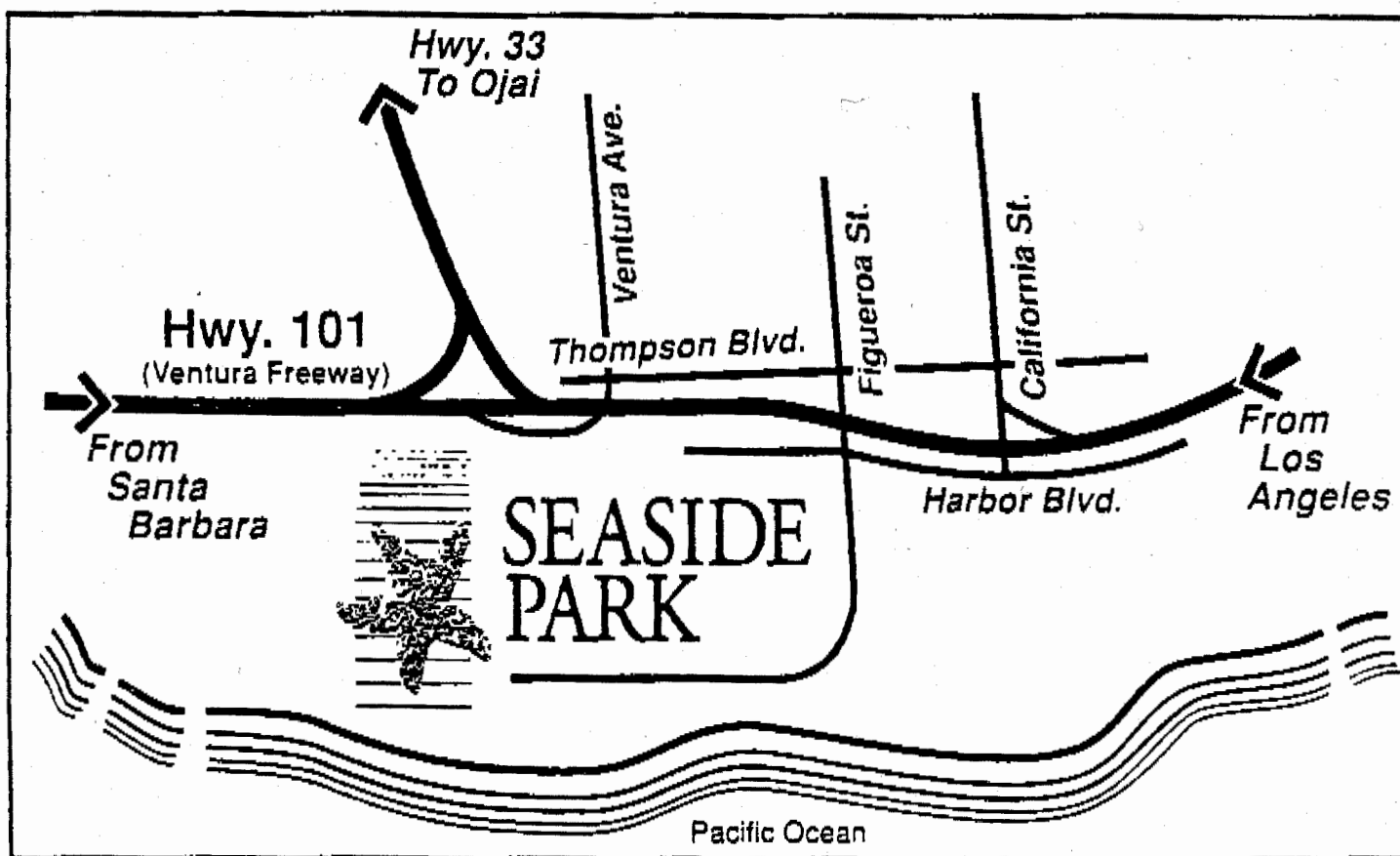
**THIS LIST WILL BE USED TO FILL VACANCIES WITHIN STATE COMPENSATION INSURANCE FUND ONLY. TRANSFER OF LIST ELIGIBILITY IS RESTRICTED.** You should take this examination **ONLY** if you wish to work for the **State Compensation Insurance Fund**. No transfers of list eligibility to another State agency **WILL BE PERMITTED**.

**Veterans' preference credits** will be added to the final score of all competitors in this examination who qualify for, and have requested these points and who are successful in the written test.



## SEASIDE PARK

10 W. Harbor Blvd. • Ventura, CA 93001 • (805) 648-3376



### FROM THE NORTH

Take US 101 south to the Ventura Avenue exit. Turn right onto Thompson Blvd. Turn right on Figueroa Street. This will take you under the freeway and across railroad tracks. Go straight at the 4-way stop and enter Seaside Park through the appropriate gate.

### FROM THE SOUTH

Take US 101 north to the California Street exit. Turn left over the freeway, and then right on Harbor Blvd. Go to Figueroa Street and turn left at the 4-way stop. Enter Seaside Park through the appropriate gate.

## GENERAL INFORMATION

**It is the candidate's responsibility** to contact the STATE COMPENSATION INSURANCE FUND, Human Resources, in San Francisco, (415) 565-1160, three days prior to the written test date if he/she has not received his/her notice.

**For an examination** without a written feature it is the candidate's responsibility to contact the STATE COMPENSATION INSURANCE FUND in San Francisco, (415) 565-1160, three weeks after the final filing date if he/she has not received a progress notice.

**If a candidate's notice** of oral interview, EDA, performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**Applications** are available at State Personnel Board, local offices of the Employment Development Department, and offices of the STATE COMPENSATION INSURANCE FUND.

**If you meet the requirements** stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**The State Compensation Insurance Fund** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Interview Scope:** If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

**High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

**Veteran Preference:** California law allows granting of veterans preference points in open entrance examinations and open non-promotional examinations. Credit in open entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in open non-promotional examinations is granted as follows: five (5) points for veterans; and 10 points for disabled veterans. Directions for applying for veterans preference points are on the Veteran Preference Application form (Form 1093) which is available from State Personnel Board, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

## STATE COMPENSATION INSURANCE FUND OFFICES

**Bakersfield District Office**  
9801 Camino Media  
Bakersfield, CA 93311-1303

**Eureka District Office**  
908 Seventh Street  
Eureka, CA 95501-1115

**Fresno District Office**  
10 River Park Place East  
Fresno, CA 93720-1531

**Home Office**  
1275 Market Street  
San Francisco, CA 94103-1410

**Los Angeles District Office (Monterey Park)**  
900 Corporate Center Drive  
Monterey Park, CA 91754-7618

**Los Angeles District Office (Glendale)**  
655 N. Central Avenue, #200  
Glendale, CA 91203-1400

**Oakland District Office**  
2955 Peralta Oaks Court  
Oakland, CA 94605-5398

**Oxnard District Office**  
2901 North Ventura Road  
Oxnard, CA 93030-1148

**Redding District Office**  
364 Knollcrest Drive  
Redding, CA 96002-0104

**Riverside District Office**  
6301 Day Street  
Riverside, CA 92507-0902

**Sacramento District Office**  
2275 Gateway Oaks Drive  
Sacramento, CA 95833-3255

**San Bernardino District Office**  
375 West Hospitality Lane  
San Bernardino, CA 92408-3217

**San Diego District Office**  
10105 Pacific Heights Blvd.  
San Diego, CA 92121-4214

**San Francisco District Office**  
303-2nd Street, Suite 600 South  
San Francisco, CA 94107-3614

**San Jose District Office**  
6203 San Ignacio Avenue  
San Jose, CA 95119-1325

**Santa Ana District Office**  
1750 East Fourth Street  
Santa Ana, CA 92705-3923

**Santa Rosa District Office**  
1450 Neotomas Avenue  
Santa Rosa, CA 95405-7581

**South Orange District Office**  
1750 East Fourth Street  
Santa Ana, CA 92705-3923

**State Contract Services - Commerce**  
400 Citadel Drive, Suite 100  
Commerce, CA 90040-1558

**State Contract Services - Oxnard**  
2901 North Ventura Road  
Oxnard, CA 93030-1148

**State Contract Services - Riverside**  
6301 Day Street  
Riverside, CA 92507-0902

**State Contract Services - Rohnert Park**  
5900 State Farm Drive  
Rohnert Park, CA 94928-2122

**State Contract Services - Sacramento**  
2450 Venture Oaks Drive, Suite 500  
Sacramento, CA 95833-3291

**Stockton District Office**  
3247 West March Lane  
Stockton, CA 95219-2304

This examination is being administered by State Compensation Insurance Fund. Please address exam inquiries to the telephone number and address on the front of the examination bulletin.

### Contact Information for California State Personnel Board:

801 CAPITOL MALL • P.O. BOX 944201 • SACRAMENTO, CA 94244-2010 • (916) 653-1705 • TDD: (916) 653-1511

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD Device

California Relay (Telephone) Service for the Deaf or Hearing-Impaired:

From TDD phones: 1-800-735-2929

From voice phones: 1-800-735-2922